



JOB DESCRIPTION

Position Title: **Senior Team Leader**

Working Area: **Road Operations**

Class Code: 5323

Exempt

EEO Code: 08

Effective Date: August 30, 2002

Major Function

Supervises and coordinates the activities of assigned personnel in carrying out departmental objectives in a team based environment.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews team's workload, schedules, personnel assignments, status of on-going work projects, and availability of personnel for work assignments in order to plan construction and maintenance activities to meet departmental goals. Coordinates work activities and equipment of assigned team with other teams, sections or agencies to prevent delays in meeting goals or delivering service or providing services to the public. Assures equipment is properly maintained and has had preventative maintenance checks performed.

Assigns specific duties to personnel such as research, writing technical reports, informative reports, or operational analysis reports. Reviews reports, papers, and other records prepared by personnel for clarity, completeness, accuracy, and conformance with agency policies. Routes approved reports and records to supervisor for appropriate action.

Supervises the daily activities of assigned personnel. Plans and conducts, or arranges for, indoctrination and training of personnel. Trains subordinates in work methods and safe operation of equipment. Performs emergency and weekend duty as necessary.

Interviews job applicants on eligibility lists and prepares individual recommendations for consideration by supervisor or manager. Initiates and effectively recommends to Manager for final approval by the Department Director, performance evaluation, disciplinary, termination, and/or commendatory actions.

Sets an example as a good leader and adheres to the Department of Public Works and County core values.

Responsibilities include interviewing, hiring, and training employees; planning and assigning work assignments and coordinating staff assignments.

Responsible for 2-6 subordinate Team Leaders who supervise between 8-30 employees in the Roads Division.

Performs other duties as assigned or as may be necessary



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Page 2

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Minimum Qualifications

Considerable knowledge of effective operating procedures used in road maintenance, right-of-way and drainage system maintenance. Knowledge of road maintenance, construction and repair. Knowledge of supervisory and administrative practices. Knowledge of traffic and highway safety rules and regulations and effective precautionary measures to avoid accidents. Knowledge of standard specifications, roadway and traffic design standards, and Manual of Uniform Traffic Control Devices (MUTCD). Knowledge of survey techniques used in road construction. Knowledge of team concepts.

Ability to read, analyzes, and interprets plans, specifications, professional journals, technical reports, or government regulations. Ability to communicate effectively both orally and in writing. Ability to make presentations and present information in a clear and concise manner. Ability to respond to questions from groups of managers, clients, customers, and the general public. Ability to calculate figures and amounts such as discount interest commissions proportions, percentages, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and variables at the same time.

High School Diploma or GED and five years responsible experience in the maintenance and construction of highways and bridges to include three years of progressively responsible supervisory experience. Preference will be given to applicants with experience in roadway construction and maintenance, drainage, and supervision of a work force. Previous experience with the use of personal computers including effective use of word processing software spread sheets, presentation and photographic software.

Must possess or obtain within six months of employment, certification in "Work Zone Safety" from IMSA or ATSSA, certification in Confined Space Entry, OSHA requirements or Safe Boat Handling as required by work assignment and as directed by the Division Manager. Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes both work performed in an office setting and work performed in a field setting. Typical work assignments would include duties that require the incumbent to frequently sit in a chair; stands for prolong periods of time and walk though construction zones. The incumbent may be required to perform the following physical activities on occasion; climb ladders or on equipment, stoop, kneel, crouch, crawl, or reach for objects. Incumbents in this classification are frequently exposed to outside weather conditions and inclement weather. Incumbents in this position are occasionally exposed to moving mechanical parts and high noise levels in the work place.

